

Service Layout Copy Wizard

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This functionality is only available to customers who have purchased Campus Point of Sale as add-on functionality.

To save time and effort, the Service Layout Copy Wizard can be used to copy existing services and service layouts (menus) between schools/applications.

Applications are not copied by this tool. They must be created in the Application Manager before this tool may be used.

Using the Wizard

The Service Layout Copy Wizard allows existing services and service layouts (menus) to be assigned to one or more existing applications.

This tool is designed for convenience. Modifications to newly copied services/service layouts (menus) may be necessary in adjusting for a specific food service location and/or its available purchasable items.

Infinite Camp						Q Searc		
Service Layout Copy Wizard Food Service > Administration > Service Layout Copy Wizard Service Layout Copy Wizard								
Select the application		Then select a li	st of applications to c	opy the se	ervice into.			
 Application From: Service: 	HHS Lunch TEST-AC LNCH-HHS Snak Shak	• 3.	Application To AES AES-CSTEST HHS HHS Express Lane HHS-CS JMS VB-CS VB-CS VBHS	4	School To 000 - District Office 005 - Preschool Screening 010 - Parenting Education (ECFE) 015 - Stepping Stones (School Read 050 - HHS Lunch 083 - Sr. High School 084 - West Junior High School 085 - East Junior High School	iness)		
					R	tun Update		
Running the Service Layout Copy Wizard								

When you copy a single service to more than one application and school, each service is assigned to all schools. You must deselect any schools you do not want loaded onto the terminal through the Point of Sale Application Manager.

 Select the application that contains the service(s) and service layouts (menus) to be copied from the **Application From** dropdown field. **Result**

The Service(s) related to that application will appear.

- 2. Mark the checkbox next to the **Service**(s) you want to copy.
- 3. Select the applications into which Campus will copy the services in the **Application To** field.
- 4. Select the school(s) to which you want to assign the service(s) in the School To field.
- 5. Click the **Run Update** button. A confirmation message displays when the process is complete.

Service Layout Copy Wizard					
Select the application and service to cc					
Service Copy Complete					

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Verifying Copied Services

After using the Service Layout Copy Wizard, verify that the services were copied as intended within the Application Manager tool, and make adjustments, as necessary:



- 1. Expand the application to which services and service layouts (menus) were copied.
- 2. Select the copied service.
- 3. Edit fields in the Service Detail side panel as necessary.

After copying a service, you need to assign a **Selected Serving Period**. For more information, please refer to the Application Manager tool.

Verifying Service Layouts

Service layouts (menus) will be copied for the services to which they are attached. They can be modified for the new services as necessary.

Application Manager 🏠			Food Service > Administration > Application Manager
Filter by Application		Show Inactive Applications	Service Detail
All Applications	Select All Clear	OFF	Name *
Filter by Service		Filter by School	Lunch
All Services	Select All Clear	All Schools	
Applications and Service *Elementary *Secondary All Campus Schools Arthur Elementary Carter Middle Fillmore Middle Harrison High A La Carte Breakfast Lunch Harrison High Taylor K-8 Van Buren			Selected Serving Periods Breakfast Cunch Afterschool Description Selected Schools * Harrison High ③ Select All Clear
New Application			Save Cancel Delete Service Layout

- 1. Expand the application to which services and service layouts (menus) were copied.
- 2. Select the copied service.
- 3. Click the Service Layout button.
- 4. Edit the service layout (menu) as necessary.

For more information, please refer to the Application Manager tool.